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NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:
4226
Ser 21C2/0010
PC00-04
APR 27 2000

From: Commander, Naval Supply Systems Command


Subj: USE OF THE GOVERNMENTWIDE COMMERCIAL PURCHASE CARD FOR
TRAINING

Ref: (a) NAVSUP Policy Letter SA 99-17
(b) NAVSUPINST 4200.94
(c) Report of the Integrated Process Team (IPT) on use of
the Purchase Card for Training

1. References (a) and (b) provide guidance on use of the purchase card as the method of payment for commercial training authorized via the DD Form 1556, (Request, Authorization, Agreement, and Certification of Training and Reimbursement). Reference (c) represents the report from an IPT established to review the procedures of references (a) and (b). The report identifies potential problem areas in the current process and offers recommendations for improvement.

2. The report, reference (c), was forwarded to Human Resources Operations Center, Financial Management (HROC FM) for review and comments. The HROC FM response indicates that no changes should be made to the existing policy set forth in reference (a). HROC FM stated no instances of abuse, misuse, or compromise of the cards as a result of the procedures provided in reference (a) have been identified. There is concern about the ability of Human Resources Service Centers (HRSCs) to safeguard the purchase card information. Therefore, HRSCs are reminded that the cardholder's information is covered under the Privacy Act and must be protected accordingly.

3. Point of contact for this policy letter is Ms. Leolia Brown who can be reached at DSN 430-7501, commercial 717-605-7501 or via email leolia_s_brown@navsup.navy.mil.


EVA M. ROBINSON
By direction